



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Field Representative I

Details

Job ID : 330

Title : Field Representative I

Job Code : 819

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Court Services - Clerk Services

Purpose

Responsible for providing services to the Circuit Court Clerks in general, and monitoring compliance with the policies and procedures specified in the Clerks' manual.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Work Experience

Job Required Knowledge

- 4 Year Degree must be in business, public administration, criminal justice or related field
- 1 year experience must be in a Circuit Clerk's office
- Experience in a Circuit Clerk's office will substitute 1:1 for the education requirement

Job Skills/Abilities

- THOROUGH UNDERSTANDING OF THE CURRENT CASE MANAGEMENT SYSTEM
- GOOD WRITTEN AND ORAL COMMUNICATION COMPUTER SKILLS
- ABILITY TO TRAVEL STATEWIDE
- POSSESS A VALID DRIVER'S LICENSE

Job Duties

- PERFORMS DUTIES RELATED TO CASE MANAGEMENT PROCEDURES
- RESOLVES PROBLEMS RELATING TO PROCEDURES AND CASE MANAGEMENT
- PERFORMS THE DUTIES OF A DEPUTY CLERK IN AN EMERGENCY SITUATION
- PREPARES FIELD VISIT REPORTS
- TRAINS DEPUTY CLERKS
- TRAVELS STATEWIDE
- OTHER DUTIES AS ASSIGNED BY DIVISION MANAGER OR EXECUTIVE OFFICER



Field Representative II

Details

Job ID : 331

Title : Field Representative II

Job Code : 938

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Clerk Services

Purpose

Responsible for providing services to the Circuit Court Clerks in general, and monitoring compliance with the policies and procedures specified in the Clerks' manual.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 3 years of related experience must be as a Field Representative I
- 4 year degree must be in business, public administration, criminal justice or related field
- Experience in a Circuit Clerk's office will substitute 1:1 for the education requirement

Job Skills/Abilities

- POSSESS A THOROUGH UNDERSTANDING OF THE CURRENT CASE MANAGEMENT SYSTEM
- GOOD WRITTEN AND ORAL COMMUNICATION
- ABILITY TO TRAVEL STATEWIDE
- POSSESS A VALID DRIVER'S LICENSE
- ABILITY TO USE A COMPUTER

Job Duties

- ASSIST WITH COMPILATION OF MANUALS
- PERFORM ALL DUTIES OF FIELD REPRESENTATIVE I
- ASSIST WITH THE TRAINING OF DEPUTY CLERKS
- REVIEW AND MAKE RECOMMENDATIONS RE LEGISLATION IMPACTING CASE MANAGEMENT PROCEDURES
- OTHER DUTIES AS ASSIGNED



Field Representative III

Details

Job ID : 332

Title : Field Representative III

Job Code : 1039

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Court Services - Clerk Services

Purpose

Responsible for providing services to the Circuit Court Clerks in general, and monitoring compliance with the policies and procedures specified in the Clerks' manual.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 years related experience must be as field representative II
- 4 year degree must be in business, public administration, criminal justice, or closely related field
- Experience in the Circuit Clerk's office will substitute 1:1 for education requirement

Job Skills/Abilities

- THOROUGH UNDERSTANDING OF CURRENT CASE MANAGEMENT SYSTEM
- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- ASSIST WITH THE COMPILATION OF MANUALS
- PERFORM ALL DUTIES OF FIELD REPRESENTATIVE I AND FIELD REPRESENTATIVE II
- TRAIN DEPUTY CLERKS
- PREPARE TRAINING MATERIALS
- REVIEW LEGISLATION FOR IMPACT ON CASE MANAGEMENT PROCEDURES
- OTHER DUTIES AS ASSIGNED



Field Representative Supervisor

Details

Job ID : 333

Title : Field Representative Supervisor

Job Code : 1134

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Court Services - Clerk Services

Purpose

RESPONSIBLE FOR SUPERVISING FIELD REPRESENTATIVES IN MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' MANUAL.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- THOROUGH UNDERSTANDING OF CURRENT CASE MANAGEMENT SYSTEM
- GOOD COMMUNICATION AND COMPUTER SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- SUPERVISION OF ALL FIELD REPRESENTATIVES
- ASSIST WITH COMPILATION OF MANUALS
- PERFORM ALL DUTIES OF FIELD REPRESENTATIVE I
- TRAIN DEPUTY CLERKS
- PREPARE TRAINING MATERIALS
- REVIEW LEGISLATION FOR IMPACT ON CASE MANAGEMENT PROCEDURE
- OTHER DUTIES AS ASSIGNED



Project Specialist

Details

Job ID : 541

Title : Project Specialist

Job Code : 1142

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services
- Court Services - Clerk Services

Purpose

Responsible for projects affecting electronic management systems for the Court of Justice.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 7 Years of Related Experience

Job Required Knowledge

- 7 YEARS RELATED EXPERIENCE MUST BE COURT EXPERIENCE
- 5 YEARS DIRECT EXPERIENCE WITH CURRENT CASE MANAGEMENT SYSTEM (I.E. KY COURTS II) or SYSTEM RELATED TO ELECTRONIC PROJECT
- GENERAL UNDERSTANDING OF COMPLIMENTARY CASE MANAGEMENT SYSTEMS (I.E. COURTNET)
- GENERAL UNDERSTANDING OF NEW ELECTRONIC SYSTEMS OR KNOWLEDGE OF UNDERLYING MANUAL PROCESS THAT ELECTRONIC SYSTEM IS DESIGNED

Job Skills/Abilities

- INTERMEDIATE KNOWLEDGE OF MICROSOFT OFFICE SUITE 2003 OR HIGHER
- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS
- ABILITY TO TEACH AND PRESENT INFORMATION TO SMALL-TO-LARGE GROUPS
- ABILITY TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- LIAISON WITH KCOJ AND JUSTICE COMMUNITY CASE MANAGEMENT SYSTEMS (CMS) PARTNERS TO FACILITATE COMPLETE AND ACCURATE ELECTRONIC COURT RECORDS (ECR).
- FACILITATE PROCEDURAL CHANGES THAT WILL ENHANCE ECR AS WELL AS CMS
- COORDINATE OR ASSIST OTHER AOC DEPARTMENTS WHEN NEEDED ON PROJECTS THAT HAVE OVERLAPPING BUSINESS PROCESSES
- CONDUCT TESTING SESSIONS TO ENSURE CMS AND ECR MEET STATEWIDE COURT REQUIREMENTS
- COORDINATE CMS PROGRAMMATIC TESTING PROCEDURES TO MEET DEVELOPMENT AND IMPLEMENTATION TIMELINES
- PROMOTE SECURITY OF CMS AND ECR
- TRAIN COURT STAFF IN A CLASSROOM OR WORK SETTING
- PREPARE TRAINING MATERIAL AND ELECTRONIC SYSTEM MANUALS
- REVIEW LEGISLATIVE CHANGES AND ASSIST WITH DEVELOPMENT OF BUSINESS PROCESS OR SOLUTIONS
- ASSESS SCOPE OF PROJECTS TO ASSIST WITH PRIORIZATION AND ALLOCATION OF RESOURCES
- OTHER DUTIES AS ASSIGNED



Senior Clerk - Temporary

Details

Job ID : 480

Title : Senior Clerk - Temporary

Job Code : 203

Salary : \$100.00 (Daily)

Grade : 2

Tenured : NO

Job Departments

- Court Services - Clerk Services

Purpose

Responsible for providing services of a deputy clerk in a time of vacancy or absence of adequate staff in various Circuit Clerk offices

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : Retired and at least 2 years related experience

Job Required Knowledge

- Shall have a minimum of two (2) years experience commensurate with the position to be filled
- Must be retired at the time of application to the Program for more than thirty (30) days pursuant to applicable state retirement guidelines

Job Duties

- Entry of accurate data into the Court of Justice case management system
- File and retrieve legal documents and court records
- Notify counsel of record/parties as necessary
- Issue driver's licenses and state identification cards
- Assist public concerning the status of court cases
- Attend court and serve as a bench clerk
- Collect fines and fees as necessary
- Other duties as assigned